

INTEGRATED PLANNING SESSION
Institutional Effectiveness Committee, Planning and Priorities Committee, Budget and
Resource Allocation Committee
November 15, 2013
1:00 p.m. – 4:00 p.m.
NOTES

The following Planning & Priorities, Institutional Effectiveness, and Budget and Resource Allocation Committee Members and Guests were present:

PLANNING & PRIORITIES	IEC	BRAC
Deborah Cantarero, Classified Senate Stephanie Fleming, Co-Chair, (IEC)* Katie Rodriguez, Academic Senate Crystal Kollross, Management, (IEC)* Denise Albright, Classified Senate	Gloria Wong, Classified Carlos Altamirano, Classified Chris Weisbart, Classified Matt Jordan, Co-Chair (P&P)* Shelagh Rose, Faculty, Co-Chair Joe Futtner, Management Andrea Murray, Faculty Sonya Valentine, Faculty Terry Stoddard, Faculty Otilio Perales, Faculty Salomon Davila, Management Eric Bustamante, Associated Students Cynthia Olivo, Ex-Officio Rita D'Amico, Faculty Deborah Bird, Faculty	Mary-Erin Crook, Faculty Jordyn Orozco, Associated Students John Wood, Management (IEC)*

The following guests were present:

Earlie B. Douglas, Business Division
Greg Sun, PCC Foundation

The session opened at 1:10 p.m. in the Circadian.

PRESENTERS

Matt Jordan, Stephanie Fleming, Shelagh Rose, and Crystal Kollross.

DISCUSSION

The presenters gave a summary of the April 26, 2013 Integrated Planning meeting and reviewed the existing planning model. They presented a sample planning model that they asked the group to critique. The group developed the following recommendations and next steps for the planning process. :

*Also on this committee

RECOMMENDATIONS FOR IMPROVEMENT: EXISTING MODEL

- Create a system/webpage for tracking IEC Broad Recommendations and Program Review Summaries
- Make information available by
 - Having cross membership on IEC, P&P, and BRAC
 - A periodic meeting of the Co-Chairs of the three committees
- Clear timeline
- Broad Communication → Community foundation
- Professional/Development=Increase awareness
- Clear visual that explains the process
- Go beyond compliance
- Publish program review recommendations
- Rubric for resource allocation with clear criteria
- BRAC makes resource allocation decisions
- Increase Transparency
- Increase communication with BRAC, IEC, P+P
- Increase Efficiency
- Clear Process
- Priorities
- Don't reinvent the wheel
- Communicate all needs

RECOMMENDATIONS FOR IMPROVEMENT: SAMPLE MODEL

1. Process may be too lengthy
2. Timeline needs to be contextualized by other dates
3. Minutes needs to be taken at each committee
4. College council should be before senior leadership? Or should c.c. be the last group to facilitate communication
5. Back and forth communication between Senior Leadership and BRAC
6. Representation of all constituent groups throughout the process
7. Dates moved forward (May)-Need to align with Academic Calendar
8. There needs to be a faster "emergency" model for resource allocations that need to happen before the next year.

NEXT STEPS

1. Include integrated planning process in instructional/accreditation newsletter
2. Inventory analysis-what exists?
3. Develop resource allocation rubric [BRAC, Samples (Matt)]
4. Distinguish one-going resource allocation requests from one-time funding requests
5. Get feedback from IEC, P&P and BRAC (present to leadership; preemptive Public Relations)
6. Document the conversation in a public space
7. Committees need to start having conversations about their roles in the larger process
8. Put a fictional program through a mock integrated planning process
9. Solicit members of each committee to participate in the team creating the process
10. School deans should be involved at later stages of the process
11. Standing reports should be made to Ac. Sen. /Class. Sen/AS
12. BRAC's role really needs to be clarified (do they have the needed representation)
13. BRAC should create funding categories, what are the impacts?
14. Loop needs to be closed-report back to IEC on funding decisions
15. Broad recs from IEC should be disseminated to all other bodies
16. Clarify how all constituents in different depts fit in.
17. Is the process for standing funding needs or does it include innovation (like SASI) also?

The session closed at 3:58 p.m.